DEC STD 031-2 Site/Building Code

DOCUMENT IDENTIFIER: A-DS-EL00031-02-0000 Rev E, 14-Jul-1992

ABSTRACT: This standard specifies how to use the 3-character alphabetic site identifier and the 2-character alphanumeric building identifier as defined in the Digital Site Code Reference System (SITES). This standard does not affect existing processes using site codes, but allows for greater detail through identification of buildings within a site.

APPLICABILITY: This document applies to all applications that require the use of site codes.

STATUS: APPROVED 14-Jul-1992; use VTX SMC for current status.

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APPROVAL: This document has been reviewed and recommended for approval by the General Review group for its category.

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1 INTRODUCTION

Three-character site identifiers have been in use in Digital since 1985. This document details the use of the 3-character site identifier in conjunction with a 2-character alphanumeric building identifier that will allow visibility to multiple buildings on a site (for example, MLO 22, MLO 01, NRO 05).

1.1 DEFINITIONS

Site/building code— Consists of two elements:

- 3-character alphabetic **site identifier** such as MLO, MRO, NRO, and so forth, and
- 2-character alphanumeric **building identifier**, such as 01, 03, 21, and so forth. If a site does not have a building(s) on it, such as a land bank property, then the building identifier field is blank.

SITES—Digital Site Code Reference System

The SITES system contains the following elements:

- Full address (postal, shipping, and physical) information
- Status information (open, vacant, and so forth)
- Status effective dates
- Official or legal company name or both
- Primary business titles

1.2 PURPOSE

This standard ensures that all new processes, systems, forms, and so forth that require identification of site of origin are designed using the 3-character site identifier plus the 2-character building identifier scheme.

Existing applications that need detail only to the site identifier level are not affected by requirements set forth in this standard. The Digital site/building code is maintained by the Real Estate Planning and Assets Group on the Digital Site Code Reference System (SITES).

1.3 RESPONSIBILITIES

1.3.1 Real Estate Planning and Assets Group

Real Estate Planning and Assets Group is responsible for maintaining the SITES system and ensuring that each site/building code is unique. For additional information or assistance, send inquiries to PKQRYA::SITES_ADMIN.

1.3.2 Users of Site/Building Code Information

Each business group or organization that uses a site/building code is responsible for implementing this standard for new software applications and existing systems, as applicable.

1.3.3 Manufacturing Product Safety and Regulations

Manufacturing Product Safety and Regulations frequently uses the site/building code convention as part of the numbering system for serialized products. For more information on product serialization, contact Corporate Product Safety and Regulations.

2 USE OF SITE/BUILDING CODE IDENTIFIERS

All business functions within Digital require the use of a site/building code in one form or another to uniquely identify a site and building(s) consistently, without causing excessive changes within their business applications.

To accommodate existing applications or functions, the 3-character site identifier may continue in use if only site-level data is needed.

Transition to the site identifier, building identifier scheme should be accomplished when and where it is necessary to capture data for buildings.

When site/building codes are used for any purpose, they must conform to this standard.

3 SOURCE OF SITE/BUILDING CODE IDENTIFIERS

The SITES system is the sole source of Digital site/building codes. The Real Estate Planning and Assets Group assigns and maintains these codes.

4 MAINTENANCE OF THE DIGITAL SITE CODE REFERENCE FILE (SITES)

As of 16 September 1991, all Digital site/building codes consist of the 3-character alphabetic site identifier and the 2-character alphanumeric building identifier.

The Real Estate Planning and Assets Group is responsible for ensuring that each site/building code on the SITES system is unique. Duplicate codes will not be assigned. The information residing on the Digital SITES system is normally supplied to the SITES Administrator by facility managers, business managers, or property professionals. The information is kept current as data about sites and/or buildings changes; for example, buildings are opened, become vacant, or are closed. The date(s) for each occurrence is recorded.

A history of each site and/or building is maintained on the Digital SITES system for future reference.

4.1 BUSINESS RULES FOR SITES SYSTEM

- A site/building code is unique for each parcel of property or building ever used by Digital Equipment Corporation.
- A site/building code does not change once it is assigned to a site.
- A building has only **ONE** site identifier and building identifier.
- All land banks are assigned a site/building code.
- Site identifiers reflect the geographic location of the site or building, not the business use of land or a building.

- All sites shall have a site/building code regardless of size, business use, length of lease or purchase contract.

NOTE

A Message Transport System (MTS) code is not the same as a site identifier. Although an MTS code is always a site identifier, the site identifier is NOT always an MTS code.

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